Regional Project Management Business Process

EXECUTIVE SUMMARY

1. **Purpose:** The RMB established a Process Action Team of seven District representatives to develop a Regional Project Management Business Process (RPMBP) or the SPD standard way to manage, execute, deliver, and closeout projects for our customers. Objectives of the RPMBP include: common project management processes, common use of PROMIS and CEFMS for management of ALL work (Civil, MILCON, HTRW, SFO/WFO, Civil O&M, Regulatory, Emergency Management, Real Estate, Military O&M, etc…), common reports including data rollups across Districts, ability to forecast total Division workload, ability to level resources across Districts, and ability to measure success of project delivery to our customers. The team's efforts focused as shown below.

2. **Standard Operating Procedures:** Standard Operating Procedures necessary to assure common project management activities and data development across the Division include:

   SOP 1 District Acceptance and Assignment of Work
   SOP 2 Project Initiation in PROMIS and CEFMS
   SOP 3 Team Establishment and Team Processes
   SOP 4 Use of PROMIS and NAS Minimum Requirements
   SOP 5 PROMIS/CEFMS Interface
   SOP 6 Regional Extract Database
   SOP 7 Project Management Using Earned Value Analysis
   SOP 8 Workload Analysis for FY, BY, BY+1
   SOP 9 Minimum District Reports
   SOP 10 Minimum Regional Reports

3. **Standard Reporting System and Regional Database:** Existing reporting systems and viewers (PPDS, Cooperative Reports Repository, CMR database) will continue to be used. New reports are also being generated to meet regional workload analysis needs. Data extracted for the reports will be "live" PROMIS data and nightly downloaded CEFMS data.

4. **Recommendations and Implementation:** The plans will include, over the next year, iterative cycles of:

   RPMBP Concept Training and Communication
   PROMIS User "How To" Training
   Workload Management "How To" Training
   Project Team Meetings and Data Development
   PROMIS Data Loading, Review, and Verification
   Organization Workload Analysis and Resource Leveling
   District Analysis of Workload, Priorities, and Resource Conflict Resolutions
   RMB Workload Analysis and Regional Resource Leveling Actions

   For more information see   http://corpsnet.spk.usace.army.mil/rpmbp/